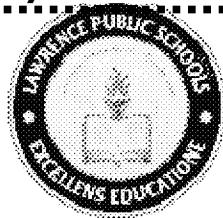


## **Employment/Educational Opportunities Bulletin.....June 27, 2011**

**By Gilda Duran, Neighborhood Planner**



**CITY OF LAWRENCE  
Lawrence, Massachusetts  
Lawrence Public Schools  
School Committee**

Mayor William Lantigua **School Superintendent Vacancy**

The Lawrence School Committee seeks an experienced, dynamic educator with outstanding professional and interpersonal skills to lead a diverse school district of an estimated 12,900 students. This visionary leader should have experience with school finance and improving student performance. A leader who has a history of effectively leading complex organizations, strong interpersonal, communication, and management skills, the ability to collaborate and to lead the school and resident community in sustaining a vision for continuous improvement, skills in using data, technology, research, and promising practices to improve achievement for all students, and the intellectual acumen to build leadership and learning capacity in a district that utilizes resources effectively and efficiently.

Certified as a Superintendent of Schools in the Commonwealth of Massachusetts, Master's Degree required, advanced degrees preferred, and previous Superintendent experience preferred. Bilingual preferred (Spanish-English) Superintendent, Central Office or Equivalent Experience. Successful candidate will be a strong educational leader who can effectively engage all district stakeholders and demonstrates a commitment to a "Children First" approach to providing an equal education for a diversified student body. Candidates must have proven ability in strategic planning; labor relations; maintaining harmonious staff and board relations; maximizing human and financial resources; and promoting close cooperation between parents, school district administrators, professional and support staff, and community stakeholders. Applicant must have a high standard of ethics with courage of one's conviction.

Interested candidates should send a cover letter, resume and the following materials: MA Educator's License (Asst. Superintendent/Superintendent), official transcripts, current (within 1 year) and, Lawrence Public Schools Job Application, to Superintendent Search, Lawrence Public School Committee, 255 Essex Street,

Lawrence, Massachusetts 01841. Please provide a secure email address. Interested candidates will be required to complete and return a CORI request. Salary to commensurate with education and experience.

**Note:** (Out of State Applicants) Massachusetts participates with every state and the District of Columbia through the National Association of State Directors of Teacher Education and Certification ([NASDTEC](#)) Interstate. More information can be found through the Massachusetts Department of Elementary and Secondary Education Office of Educator Licensure.

**APPLICATIONS AND FULL JOB DESCRIPTION ARE AVAILABLE  
IN THE LAWRENCE PUBLIC SCHOOLS HUMAN RESOURCES  
DEPARTMENT**

*The City of Lawrence is Equal Opportunity Employer*

**REASONABLE ACCOMMODATIONS** are provided to applicants with disabilities. If you need reasonable accommodations for any part of the application and hiring process, please notify the Human Resources Director at (978) 975-5905. The decision on granting reasonable accommodations will be on a case-by-case basis.

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Secretary (OA)

*Sun, 19 Jun 2011 19:00:00 -0500*

Description:

The incumbent serves as a secretary to the Regional Administrator, Employment and Training, Regional Office in Boston, Massachusetts. Incumbent is responsible for handling a wide range of administrativ...

Agency/Subagency:

Labor, Employment and Training Administration

Location:

US-Massachusetts-Boston

Salary:

From \$46,963.00 to \$61,048.00 USD per year

Closing Date:

7/5/2011

Who may apply:

Public

Pay Plan (series/grade):

GS-0318-08/08

Appointment Term:

Term

Job Status:

Full-Time

Job Announcement Number:

DE-11-BOS-ETA-67

Control Number:

2300814

To apply please go to: [www.usajobs.gov](http://www.usajobs.gov)

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### **Hotline Coordinator**

The Boston Area Rape Crisis Center is looking for a new full time team member. The Hotline Coordinator is responsible for ensuring that callers' needs are met by recruiting, training and supervising volunteer hotline counselors. The hotline is a 24 hr/day service where volunteer hotline counselors offer caring, support, and information to 3,000 callers each year. This person will work on developing new protocols and activities for the hotline program to increase the number of calls to the hotline and the range of callers who can get services. The person will also provide direct services to callers.

#### Requirements

- A minimum of 2 years experience working with volunteers or coordinating a program is required.
- Rape crisis work or counseling experience preferred.
- Excellent organizational and communication skills.
- Program development experience a plus.
- Commitment to BARCC's mission and philosophy.
- Fluency in other languages helpful.

To apply, please send a cover letter and resume to [jobs@barcc.org](mailto:jobs@barcc.org). No phone calls, please.

Melissa Gopnik  
Managing Director  
617.649.1271  
[www.barcc.org](http://www.barcc.org)

The Disability Law Center is seeking a Staff Attorney. This is a one year temporary position for an attorney to work exclusively with individuals with developmental disabilities living in facilities or in the community.

**Position:**

Reports To:      Temporary (One Year) Staff Attorney

Wage                Team Leader/Litigation Director

Class:              Exempt

Union              Not Eligible

**Classification:**

**Summary:**

This is a one year temporary position for an attorney to work exclusively with individuals with developmental disabilities living in facilities or in the community.

Areas of practice may include, but are not limited to: investigation of allegations of abuse and neglect; human rights issues; appropriate treatment; discharge planning; community integration; supported employment; Medicaid services; DDS eligibility; ISP appeals; chapter 688 transition services; and/or representation in civil rights cases.

(Areas of practice are likely to be narrowed based upon the needs of the Law Center and the expertise of the successful candidate.)

Five or more years of practice experience preferred.

**Responsible For:**

Representation of clients in individual cases, in addition to participating in monitoring, investigations, policy advocacy and impact litigation. Shares responsibility with other legal and advocacy staff for systemic advocacy, as well as for providing technical assistance, consultation, outreach and training to clients, family members, advocates, and service providers.

**Essential functions:**

- Ability to practice law in the State of Massachusetts (Current MA bar admission required).
- Ability to travel to facilities and community based settings for outreach and advocacy.
- Ability to occasionally work long hours and/or weekends when necessary to adequately perform job duties.
- Ability to communicate effectively, orally and in writing.
- Ability to identify facts and analyze pertinent legal authority and develop creative solutions

**Duties:**

- Represent individual clients consistent with the Law Center's priorities and selection criteria including the development and implementation of all phases of case strategies and activities including negotiation, mediation, and representation in administrative and judicial proceedings in consultation with Team Leader and Litigation Director.
- Conduct outreach and monitoring visits to facilities and community settings; interview witnesses and conduct factual investigations; assist in probable cause analyses; develop and execute workplans to assess, report upon and correct abuse and neglect of people with disabilities; draft investigation reports and corrective action plans.
- Provide information and short-term assistance to DLC clients, including writing letters and memoranda.
- Prepare reports, articles and special projects, and participate when assigned to legislative and/or administrative advocacy.
- Prepare written materials and conduct activities for the education and training of consumers, professional and others consistent with the Law Center's priorities.
- Participate in outreach activities to un-served and underserved populations.
- Develop staff training programs in substantive issues including updating staff on legal developments within their specialty area of law as well as training staff on office practices and policies.
- Collaborate with senior attorneys and the Litigation Director in the development of systemic activities as appropriate, including impact litigation.
- Assist in the planning and development of the agency's program priorities.
- Compile information and prepare activity reports.
- May serve as a contact for media and may make public speaking appearances on behalf of the Law Center regarding its activities

in consultation with the Executive Director or Director of Litigation.

### **Qualifications**

- Juris Doctor degree.
- Admitted to practice law in Massachusetts.
- Experience in legal practice, including individual representation, administrative and other systemic advocacy and /or investigations.

### **Desired Attributes:**

- Demonstrated interest in disability law and experience working with and/or sensitivity to people with disabilities.
- Demonstrated commitment to the civil rights of all people.
- Experience working with people with developmental disabilities, including people with cognitive and intellectual disabilities, and their families and advocates preferred.
- Experience in working with a Protection and Advocacy ("P&A") system or legal service program preferred.
- Experience in working with people with disabilities in hospitals, ICF-MRs, rehabilitation centers, skilled nursing facilities, prisons and/or jails preferred.
- Working familiarity with Department of Mental Health and Department of Developmental Disabilities eligibility issues preferred.
- Demonstrated ability to organize and prioritize complex tasks.
- Demonstrated ability to work independently and as a member of a team.
- Demonstrated ability to work with a minimum of supervision.
- Familiarity in using computers for word processing, case management, data collection and communication.
- Demonstrated ability to speak another language in addition to English.

### **APPLICATION PROCESS:**

In order to be considered for this position, applicants must submit the following materials in Microsoft Word format to [careers@dlc-ma.org](mailto:careers@dlc-ma.org):

- A Cover Letter, which must indicate:
  - a) your personal and professional motivation for seeking this position, and
  - b) a discussion of how you meet each of the minimum and any of the desirable qualifications for this position;
- A Resume, including three (3) references;

- A Sample of Professional Written Work (memorandum of law, analytical report, investigation report, etc.) consisting of no more than 5 pages.

**APPLICATION DEADLINE: Position closed when filled.  
Applications received by Thursday, June 30, 2011 at 5:00 p.m.  
will be given full consideration.**

DLC is an equal opportunity employer and encourages candidates with disabilities, women and individuals from diverse communities to apply.

The Disability Law Center is an Equal Opportunity Affirmative Action Employer and does not discriminate on the basis of age, disability, ethnic origin, gender identity, race, religion, sex, or sexual orientation.

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**CITY OF HAVERHILL,  
MASSACHUSETTS**

The City of Haverhill has the following job openings now available:

**Two (2) Mandatory Recycling  
Enforcement Coordinators**

Department of Public Works

**Division Head (Teen Services Librarian)**

Haverhill Public Library

**Water Meter Reader/Installer/Laborer**

Department of Public Works – Water  
Department

**MEO-LHS Senior Grounds Worker**

Department of Public Works – Highway/Park  
PLEASE VISIT:

**[http://ci.haverhill.ma.us/departments/  
hr/job\\_opportunities.htm](http://ci.haverhill.ma.us/departments/hr/job_opportunities.htm)** for complete job  
descriptions and application requirements.

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Economics Assistant (PART-TIME)  
*Thu, 16 Jun 2011 19:00:00 -0500*

**Description:**

These positions are located with the U.S. Department of LaborBureau of Labor Statistics Boston Region, Division of Price Programs, Consumer Price Branch. Work to be assigned in north of Boston and in...

**Agency/Subagency:**

Labor, Bureau of Labor Statistics

**Location:**

US-Massachusetts-Boston (North)

**Salary:**

From \$16.40 to \$21.32 USD per hour

**Closing Date:**

6/30/2011

**Who may apply:**

Public

**Pay Plan (series/grade):**

GS-0119-05/05

**Appointment Term:**

Permanent

**Job Status:**

Part-Time

**Job Announcement Number:**

DE-11-BOS-BLS-62

**Control Number:**

2298435

To apply please go to [www.usajobs.gov](http://www.usajobs.gov)

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City of Lawrence Personnel Department City Hall, Room 303 200  
Common Street Lawrence, Massachusetts 01840 TEL: (978) 620-3060  
FAX: (978) 722-9130 [www.cityoflawrence.com](http://www.cityoflawrence.com) WILLIAM LANTIGUA  
MAYOR FRANK BONET PERSONNEL DIRECTOR **EMPLOYEE JOB  
POSTING**

**Position:** Foreman/ Municipal Garage

**Department:** Department of Public Works

**Pay:** \$37,745.10- \$43,497.52

**Union:** Foreman's Union

**Duties & Responsibilities:** Under the direction of the Supervisor of Streets & Parks, directs the maintenance and repairs of all city owned motorized equipment (except Fire Department). Assigns duties to and directs the work of department personnel engaged in automotive

repairs, maintenance and services and service operations. Handles all personnel issues within the Municipal garage; prepares department payroll. Directs and repairs the maintenance of all motor vehicles. Requisitions all stock parts and accessories for the garage; interviews salesmen and manufacturing personnel. Maintains inventory control of stock issue parts and accessories to mechanics from stock or obtains from outside sources. Authorizes payment of all garage bills, maintains costs records of all repairs, consults with the Purchasing Agent on bid items, and sends commercial repair shops jobs which cannot be performed at the garage. Performs other related duties as assigned.

**Requirements:** Must possess ASE certification in Automotive Engine Repair, Automotive Engine Performance, and Automobile Advanced Engine Performance, (L-1). Must also possess a State inspector's license for cars, light trucks and heavy trucks. High school diploma and two to three years experience required. Supervisory experience and knowledge of Municipal Garage also required.

**Appointing Authority:**

//SS//

**William Lantigua, Mayor**

**Posting Date: May 9, 2011 Deadline: May 20, 2011**

**APPLICATIONS ARE AVAILABLE IN THE PERSONNEL OFFICE**

*Application and Full Job Description Available in the City Personnel Department*

The City of Lawrence is an Equal Opportunity Employer

**REASONABLE ACCOMMODATIONS** are provided to applicants with disabilities. If you need reasonable accommodations for any part of the application and/or hiring process, please notify the Personnel Director at (978) 620-3060. The decision to grant reasonable accommodations will be made on a case-by-case basis.

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WILLIAM LANTIGUA  
MAYOR  
FRANK BONET  
PERSONNEL DIRECTOR  
TEL: (978) 620-3060  
FAX: (978) 722-9130  
www.cityoflawrence.com

**EMPLOYEE JOB POSTING**

**Title:** Intake Specialist

**Department:** Community Development Department

**Pay Grade/Salary:** Grade 2, \$35,000.00-\$45,000.00 (Annual Salary)

**Union:** Non-Union, Non-Exempt

**Duties:** This position is responsible for providing homeowners and other residential property dwellers with information and for the

administration of several housing programs in the city including the Lead Paint Abatement and Housing Rehabilitation Programs. The Intake Specialist performs all other related or similar duties as required. Advises homeowners and investors of the housing assistance programs and application process. Processes applications and supporting documents required for compliance with federal programs. Sets up project folders and reviews completed applications to determine and confirm eligibility of applicants and tenants. Confirms eligibility of applicants and tenants with program requirements and city policies. Maintains communication with applicants, and their tenants throughout the housing rehabilitation/lead hazard control project. Coordinates relocation related to lead hazard control short-term displacement. Works closely with the Field Operations staff to assure applicants and tenants receive clarification, interpretation or other instructions required to fulfill objectives and program directives. Assist with the administration of grant and program's follow-up compliance efforts including notification of monitoring visits and scheduling inspections. Prepares legal documents and support information for city loans, subordinations and discharges. Works with the Community Development Finance Office to monitor payment schedules, release funds and maintain program guidelines for each open housing case file. Performs other related and similar duties as required.

**Qualifications:** A candidate for this position should have an Associates degree or two years post-secondary education, six months of office experience as well as (1) to (3) years of human service, housing or banking experience preferred. Proficiency in the English and Spanish languages desired. **Posting Date:** June 21, 2011 **Deadline**

**Date:** June 30, 2011

**Appointing Authority:**

**William Lantigua, Mayor**

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City of Lawrence  
Personnel Department  
City Hall, Room 303

200 Common Street  
Lawrence, Massachusetts 01840  
WILLIAM LANTIGUA  
MAYOR  
FRANK BONET  
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TEL: (978) 620-3060  
FAX: (978) 722-9130  
[www.cityoflawrence.com](http://www.cityoflawrence.com)

## **EMPLOYEE JOB POSTING**

**Title:** MIS Director

**Department:** Management Information Services Department

**Pay Grade/Salary:** Grade 4, Budgeted

**Union:** Non-Union, Exempt

**Duties:** Position performs technical and professional work including providing computer support, network monitoring, system back up, computer repair, installation, and configuration, training, and budget administration. Responsible for systems administration on computer servers and applications used by city departments; performs network monitoring and troubleshooting. Supports city users on Information Technology resources utilization; provides computer support to department end users, researches and resolves computer or network related problems; provides training support for city employees on proper use of software applications and hardware. Provides maintenance and minor repairs to computers, printers, and network equipment as needed. Manages and administers department budget, purchases supplies, software, and technical support services. Supports and provides guidelines to key staff at several City Departments. Supervises and supports student interns. Performs similar or related duties.

**Qualifications:** Master's of Science Degree in Computer Science or related field; three (3) to five (5) years experience in computer systems installation, repair, and maintenance, or an equivalent combination of education and experience; or any equivalent combination of education and experience. Microsoft Certification (MCP, MCSE) desirable.

**Posting Date:** June 21, 2011 **Deadline Date:** June 30, 2011

**Appointing Authority:**

**William Lantigua, Mayor**

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*Application and Full Job Description Available in the City Personnel Department*

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City of Lawrence  
Personnel Department  
City Hall, Room 303  
200 Common Street  
Lawrence, Massachusetts 01840  
WILLIAM LANTIGUA  
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TEL: (978) 620-3060  
FAX: (978) 722-9130  
[www.cityoflawrence.com](http://www.cityoflawrence.com)

### **EMPLOYEE JOB POSTING**

**Title:** MIS Technician

**Department:** Management Information Services Department

**Pay Grade/Salary:** Grade 3, Budgeted

**Union:** Non-Union, Exempt

**Duties:** Position performs technical and professional work including providing computer support, network monitoring, system back up, computer repair, installation, and configuration, training, and budget administration. Responsible for assisting the MIS Manager regarding the maintenance and development of the City's MIS systems; performs network monitoring and troubleshooting. Supports city users on Information Technology resources utilization; provides computer support to department end users, researches and resolves computer or network related problems; provides training support for city employees on proper use of software applications and hardware. Provides maintenance and performs routine repairs to computers, printers, and network equipment as needed. Supports and provides guidelines to key staff at several City Departments. Performs all other similar or related duties as required.

**Qualifications:** Associates Degree in computer science or related field; three (3) to five (5) years experience in computer systems installation, repair, and maintenance, or an equivalent combination of education and experience; or any equivalent combination of education and experience.

**Posting Date:** June 21, 2011 **Deadline Date:** June 30, 2011

**Appointing Authority:**

**William Lantigua, Mayor**

**APPLICATIONS ARE AVAILABLE IN THE PERSONNEL OFFICE**

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City Hall, Room 303  
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WILLIAM LANTIGUA

MAYOR  
FRANK BONET  
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Lawrence, Massachusetts 01840

TEL: (978) 620-3060

FAX: (978) 722-9130

[www.cityoflawrence.com](http://www.cityoflawrence.com)

**EMPLOYEE JOB POSTING**

**Title:** Network Support Engineer

**Department:** MIS Department

**Pay Grade/Salary:** Grade 20, Budgeted

**Union:** Non-Union, Non-Exempt

**Duties:** Under the direction of the MIS Director, the network support engineer shall install, configure, maintain and upgrade computers and software, provide technical support, monitoring, and documentation in the Police Department and perform such other duties as may be assigned by the MIS Director.

**Qualifications:** The network supervisor shall have associates degree or certificate in a computer related field or two years experience in a computer related field.

**Posting Date:** June 21, 2011 **Deadline Date:** June 30, 2011

**Appointing Authority:**

**William Lantigua, Mayor**

**APPLICATIONS ARE AVAILABLE IN THE PERSONNEL OFFICE**

*Application and Full Job Description Available in the City Personnel Department*

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Job Title: **勞工青年領隊**

Department: Department Of The Interior

Agency: National Park Service

Job Announcement Number: NESHRO-HH-489675-11-31

SALARY RANGE: \$15.05 - \$17.57 /hour

OPEN PERIOD: Friday, June 24, 2011 to Thursday, June 30, 2011

SERIES & GRADE: WG-3502-03

POSITION INFORMATION: Full Time Temporary NTE 1039 hours

DUTY LOCATIONS: 4 vacancies - Lowell, MA

WHO MAY BE CONSIDERED: United States Citizens

**JOB SUMMARY:**

Experience Your America and build a fulfilling career by joining the National Park Service. The National Park Service preserves unimpaired the natural and cultural resources and values of the national park system for the enjoyment, education, and inspiration of this and future generations.

Who May Be Considered: This announcement is open to all qualified U.S. citizens. You do not have to be a current or former government employee to be considered for this position.

This is a temporary position, not-to-exceed 1039 hours in a service year.

Number of Vacancies: We expect to fill multiple vacancies at this time; however, this announcement may be used to fill additional similar vacancies.

to apply please go to: [www.usajobs.gov](http://www.usajobs.gov)

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Job Title: Resource Management Assistant

Department: Department Of Defense

Agency: Defense Contract Audit Agency

Job Announcement Number: D-DCAA-491902-11

SALARY RANGE: \$34,234.00 - \$44,500.00 /year  
OPEN PERIOD: Tuesday, June 21, 2011 to Friday, July 01, 2011  
SERIES & GRADE: GS-0303-05  
POSITION INFORMATION: Full Time Career/Career Conditional  
PROMOTION POTENTIAL: 05  
DUTY LOCATIONS: 01 vacancies - Lowell, MA  
WHO MAY BE CONSIDERED: United States Citizens

**JOB SUMMARY:**

Are you looking for an inclusive and employee-friendly work environment, challenging assignments, specialized training and generous benefits?

At DCAA you'll find all this in a progressive organization dedicated to continuous improvement. DCAA is looking for talented people seeking to apply their creative ideas and enthusiasm while providing a unique service to their country. Join the elite cadre of administrative professionals who have made DCAA their employer of choice.

**KEY REQUIREMENTS:**

Must be a U.S. Citizen.

01 vacancies - Lowell, MA

to apply please go to: [www.usajobs.gov](http://www.usajobs.gov)

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**ESOL Instructor Job Description**

**The Adult Literacy and Transition Program Instructor promotes a student-centered learning environment that integrates current adult learning theory, the MA DESE ABE/ESOL Frameworks and active student participation.**

**Required responsibilities/duties**

- Teach assigned schedule per rehire letter with allotted prep time;
- Integrate the MA Frameworks for Adult Education in curriculum planning;
- Participate in weekly program planning/common planning activities (e.g. develop curriculum that meets the needs of students);

- Create written lesson plans for the class, according to program requirements;
- Maintain a current substitute packet to be available for an unplanned absence;
- Submit lesson plans to the Program Coordinator according to current DESE regulations;
- Select/develop appropriate materials/methods that encourage student achievement;
- Participate in program development activities;
- Incorporate student goal-setting into classroom lessons and review goals monthly;
- On an ongoing basis, verify and confirm placement of students with counselors and other teachers/colleagues;
- Encourage and support students to create a portfolio of their work, i.e. writing & math;
- Refer students to Counselor as needed;
- Monitor and record student attendance, both nightly and monthly and submit to the Program Counselor
- Participate in student leadership activities as needed
- Participate in program-specific events such as field trips and graduations;
- Attend at least 12 hours of professional development activities per year, or 2.5% of paid hours, whichever is greater
- Attend August pre-service, mid-year February refresher, and June wrap-up;
- Attend New Staff Orientation as specified in DESE guidelines;
- Teachers will be observed/evaluated annually and will participate in semi-annual peer reviews/observations
- Adhere to staff policies and procedures listed in staff handbook;
- Obtain an NECC e-mail account and check daily for program communication;
- Other duties relevant to the program as requested by the Director or Program Coordinator.

**Qualifications:**

- MA Ed preferred or Bachelor and relevant experience;
- Experience teaching/tutoring ESOL adult learners;
- Sensitivity to needs of adult learners;
- Scheduling flexibility;
- Ability to work as part of an educational team;
- Familiarity with Microsoft Office, Internet, email;
- Excellent communication skills.

**Interested applicants should send a cover letter and their resume to Betsy Leeman, Executive Director @ [betsyleeman@asiancentermv.org](mailto:betsyleeman@asiancentermv.org) by July 7<sup>th</sup>, 2011.**

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Workforce Program Specialist

*Wed, 22 Jun 2011 19:00:00 -0500*

**Description:**

Positions are located in the Employment and Training Administration and may be located in one of these Divisions: Division of Workforce Investment and Division orDivision of Workforce Security or the...

**Agency/Subagency:**

Labor, Employment and Training Administration

**Location:**

US-Massachusetts-Throughout Massachusetts

**Salary:**

From \$62,758.00 to \$81,583.00 USD per year

**Closing Date:**

7/7/2011

**Who may apply:**

Public

**Pay Plan (series/grade):**

GS-0301-11/11

**Appointment Term:**

Term

**Job Status:**

Full-Time

**Job Announcement Number:**

DE-11-BOS-ETA-69

**Control Number:**

2305494

To apply go to: [www.usajobs.gov](http://www.usajobs.gov)

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Workforce Program Specialist

*Wed, 22 Jun 2011 19:00:00 -0500*

**Description:**

Positions are located in the Employment and Training Administration and may be located in one of these Divisions: Division of Workforce Investment and Division orDivision of Workforce Security or the...

**Agency/Subagency:**

Labor, Employment and Training Administration

Location:

US-Massachusetts-Boston MA

Salary:

From \$51,871.00 to \$67,427.00 USD per year

Closing Date:

7/7/2011

Who may apply:

Public

Pay Plan (series/grade):

GS-0301-09/09

Appointment Term:

Permanent

Job Status:

Full-Time

Job Announcement Number:

DE-11-BOS-ETA-70

Control Number:

2305504

To apply go to: [www.usajobs.gov](http://www.usajobs.gov)

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**POSITION:** SABES Special Program Coordinator (Curriculum, Assessment and Reading)

**STATEMENT OF DUTIES:** The SABES Southeast Regional Resource Center is receiving funding to hire an individual responsible for planning and coordinating program and staff development activities and providing technical assistance to Adult Basic Education (ABE) Practitioners throughout the region. In addition, s/he will also serve as a member of statewide teams involved in developmental projects and facilitate communication between all providers of ABE services.

**SUPERVISION RECEIVED:** Reports to the SABES Regional Director.

**RESPONSIBILITIES:**

Responsible for the planning and coordination of program and staff development activities, and providing technical assistance to Adult Basic Education (ABE) practitioners and programs throughout the Southeast region. In addition, he/she also serves as a member of multiple statewide teams involved in developmental projects, workgroups carrying out Massachusetts Department of Elementary and Secondary Education (MADESE) initiatives and facilitating communication between all providers of ABE services. Visits programs to provide technical assistance and support; facilitates groups and

develops and provides training; communicates with administrators, teachers, and counselors on an on-going basis to identify needs of the programs and practitioners; provides leadership in the design and implementation of content-specific areas. (Current areas of the SABES Work Plan include assessment, curriculum, instruction and reading, and other initiatives as identified by the Department of Education and field of ABE practitioners.)

## **QUALIFICATIONS**

**REQUIRED;** A Masters Degree in reading instruction or a closely related field and substantial experience in the field of Adult Basic Education. Must have demonstrated expertise in reading instruction and curriculum development; strong communications skills; ability to generate minutes, reports and training materials; ability to prioritize tasks and manage multiple assignments; ability to supervise training consultants and coordinate training logistics; ability to address small and large audiences; willingness to travel and flexibility in working hours to facilitate contact with day and evening programs. Proven ability to develop trainings and provide technical assistance, training and support to staff and programs in the areas of reading instruction and curriculum development and the Massachusetts ABE Curriculum Frameworks; create appealing brochures and flyers for training events and workshops and to organize staff development events regionally. Experience using Microsoft WORD and EXCEL.

**PREFERRED;** Expertise in Massachusetts ABE Assessments; certified STAR Teacher or Trainer, a demonstrated familiarity with the existing network of SABES programs and processes, a proven ability to develop trainings and provide technical assistance, training and support to staff and programs in the areas of high and low stakes assessment and to organize large, statewide, staff development events.

**SALARY/BENEFITS:** This is a 35 hour per week, grant funded (MCCC) unit position; continuation dependent on funding.- \$42,877.00 (annualized with benefits)

Screening will begin with applications emailed, faxed, or received by May 27, 2011 and will continue until the position is filled. Anticipated start date is July 11, 2011. Please send a letter of intent, resume, and the names, addresses and telephone numbers of three references to Mr. Tafa Awolaju, Director of Human Resources/Affirmative Action, at the address listed above or visit our web site at [www.bristol.mass.edu](http://www.bristol.mass.edu) for detailed information about the college.

BRISTOL COMMUNITY COLLEGE IS COMMITTED TO A POLICY OF NONDISCRIMINATION AND AFFIRMATIVE ACTION IN ITS EDUCATION PROGRAMS, ACTIVITIES AND EMPLOYMENT PRACTICES. IN AN EFFORT TO IMPROVE ETHNIC DIVERSITY, BRISTOL COMMUNITY COLLEGE ENCOURAGES MINORITIES AND WOMEN TO APPLY. ACCREDITED BY THE NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES.

**Bristol Community College changes the world by changing lives, learner by learner.**

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**Gilda Duran**  
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"Energy and Persistence conquer all things"  
-Benjamin Franklin